

# Town of Yacolt

## Town Council Meeting Minutes

Monday, June 20, 2022

5:00 PM

Town Hall / Virtual / Telephonic

### Call to Order

5:00 PM

### Flag Salute

### Roll Call

Council Members Present: Amy Boget, Joshua Beck, Ronald Homola

Council Member Absent: Michelle Dawson, Marina Viray

Also present: Mayor Katelyn Listek, Town Attorney David Ridenour, Town Engineer Devin Jackson, Public Works Director Terry Gardner, Clerk Stephanie Fields

### Unfinished Business

#### **Building Department: Delegation of Authority to Approve Some Building Permits**

*History: Two meetings ago, staff presented some issues to Council regarding building permit approval, and Council agreed that some changes in the authority for decision-making and permit issuance may be beneficial both to staff and to permit applicants. At the last meeting, council dove a little deeper into the topic. Councilmember Boget suggested a workshop for tonight, during which time discussion could be had as to where to draw the line between which permits could be issued following administrative decisions, and which ones should still require Council's approval.*

Attorney Ridenour introduced the purpose of this meeting with a brief history of our building department and spoke about compliance with rules which are already in place. He said he has not wanted to be too pushy with Council and/or interfere at their meetings during discussions. Mayor Listek and Councilmembers Beck and Boget assured him that they welcome any input and guidance he has to offer at the meetings.

Engineer Jackson pointed out the difference between community development as zoning and land use vs. the building department as regarding structures. Ridenour then began explaining some principles regarding codes and compliance, and verified that Councilmembers had received an email he'd sent to them containing examples of building authority resolutions from other cities, none of which was without flaws. Boget mentioned the idea of having Clark County take back our building department, and some discussion was had regarding pros and cons of that. Ridenour suggested a simple compromise solution: 1. Verify

our Mayor's authority to recover lawful processing costs, and 2. Designate someone (Mayor/ Council member? Committee of Council members?) as our building official who would have the authority to approve applications after review. He also said that the most current State laws will supersede Town building codes, and mentioned that YMC 15.10.050 says "The mayor or the mayor's designee shall be the building official."

He said that could be changed by resolution. Jackson relayed an adage he felt fit our situation : "Progress, not perfection at first", particularly if there is constant improvement being made.

More discussion was had regarding Cost recovery agreements, Mayor Pro Tem as designated building official if Mayor is unavailable, how many people should be required to review applications, setting fees for initial reviews, and so on.

Ridenour explained that we could write up a resolution aimed at creating an ordinance to change our code. He then showed everyone the process of processing building department applications from start to finish. Clerk Fields demonstrated the file system she created, and assured Council that no files would be put in front of them for review and final approval until they were deemed complete.

Ridenour then brought up the idea of relaxing the requirement for a full set of plans and instead only requiring a site plan for conditional use permit approvals. He discussed one applicant's proposal for multi-family housing in zone C2.

Jackson also brought up that it is within Council's authority to require building maintenance. This would prompt people to either fix up or sell places which are in bad repair, and may encourage commercial property owners to use their properties as intended.

Council determined that they would like to have the Mayor or Mayor's designee be able to issue permits after consultants' reviews and determined conditions have been established. They did not see a need to change the Cost Recovery Agreement. They would like to have some sort of cheat-sheet be made for the simpler permits (ie: fences, sheds, HVAC improvements). Boget suggested that Staff create a resolution and then Council could edit the resolution if need be before adoption.

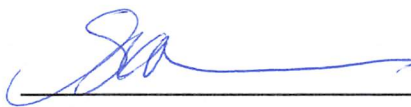
The meeting was then adjourned.

### **Adjourn**

8:09 pm



Mayor Katelyn Listek



Clerk Stephanie Fields

Approved by Council vote on

July 11, 2022